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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 8553.1B**

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Request Notification of Change

(NASA Only)

**Subject: NASA Environmental Management System**

**Responsible Office: Environmental Management Division**

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |  
[Chapter6](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) |  
[AppendixF](#) | [ALL](#) |

## Chapter 1. General Requirements, Roles and Responsibilities, and EMS Definitions

### 1.1 General Requirements

1.1.1 The Director of each NASA Center and Component Facility, when determined to be appropriate by NASA HQ or its parent Center, shall develop, implement, and maintain an EMS in accordance with this NPR.

1.1.2 The Center/Component Facility Director shall seek external EMS recognition through the International Organization for Standardization (ISO) 14001 certification or an acceptable State-sponsored EMS recognition program or shall issue an EMS Declaration of Conformance in accordance with Chapter 6 of this NPR.

1.1.3 Annually, the EMS and environmental management programs shall be assessed and updated, and the results of the assessment shall be reviewed by Center management. (See Chapter 6, Management Review, for details.)

1.1.4 Management of each NASA Center shall develop the EMS scope. The scope shall fully describe the organizational elements; activities, products, and services; and location(s), including Component Facilities, that come under the EMS.

1.1.5 The scope of the EMS shall identify tenant organizations that are included in the EMS. For other tenant organizations, including lease arrangements, the EMS shall address the relationship and documentation that establishes environmental requirements for those tenant organizations, e.g., tenant-use agreement, lease document.

1.1.6 Management of each NASA Center shall ensure that those who draft procurement requirements coordinate with their procurement and environmental staff to ensure that contracts for contractor operation of Government-owned facilities require the contractor to comply with the provisions of EO 13423, with respect to such facilities, to the same extent that NASA would be required to comply if NASA operated the same facilities.

## **1.2 Roles and Responsibilities**

1.2.1 The role of the NASA HQ Environmental Management Division is to implement applicable requirements of NPD 1000.3, The NASA Organization, related to Agency-wide environmental issues and initiatives, and NPD 8500.1, NASA Environmental Management.

1.2.2 The Assistant Administrator for Infrastructure, as the senior Agency official responsible for providing executive and functional leadership for environmental management, is responsible for the following:

- a. Ensuring that the HQ EMS Representative has the responsibilities and authority needed to implement and maintain the HQ EMS across Mission Directorates and Mission Support Offices.
- b. Periodically reviewing the HQ EMS for status and viability and, if appropriate, leading the assessment, analysis, and preparation of environmental matters to be considered by the NASA Operations Management Council.
- c. Monitoring implementation of recommendations of the NASA Operations Management Council related to the HQ EMS across Mission Directorates and Mission Support Offices.
- d. Developing a Declaration of Conformance of the HQ EMS or ensuring participation in an external EMS recognition program.

1.2.3 The NASA HQ Environmental Management Division is responsible for the following:

- a. Establishing and maintaining NASA environmental policy, requirements, and guidance.
- b. Defining and maintaining NPR 8553.1, NASA Environmental Management System.
- c. Establishing and maintaining guidance on the NASA EMS. (See Appendix D.)

1.2.4 The Center Director is responsible for the following:

- a. Implementing NASA Environmental Policy and Requirements.
- b. Defining the scope of the Center EMS.
- c. As applicable, delegating Component Facility environmental management responsibilities to an appropriate Component Facility NASA authority.
- d. Assigning roles and responsibilities to the Center EMS Representative.
- e. Providing the authority needed for the EMS Representative to implement and maintain the Center EMS.

- f. Providing resources for the effective operation and maintenance of the Center EMS.
- g. Periodically reviewing the Center EMS for status and viability. (See Chapter 6, Management Review, for details.)
- h. Reporting to the NASA HQ Environmental Management Division on EMS progress and metrics as requested.

1.2.5 Each NASA Center is responsible for the following:

- a. Ensuring that requirements organizations shall determine the applicability of the EMS to its procurements, to satisfy EMS-related requirements of EO 13423 and Federal Acquisition Regulations. When a determination is made that the EMS is applicable, procurement request packages shall list applicable Agency and Federal environmental requirements.
- b. Center management shall determine the applicability of the EMS to its tenants to satisfy EMS-related requirements of EO 13423, subject to the limitations of tenancy agreements. When a determination is made that the EMS is applicable, Center management shall ensure that EMS requirements for tenants are incorporated into future tenancy agreements.
- c. Center management shall work with the HQ Environmental Management Division to define the scope of the HQ EMS.
- d. Center management shall review and provide comments to the HQ Environmental Management Division on NASA environmental information, policy, requirements, and guidance.

1.2.6 The Component Facility NASA authority shall be responsible for implementation of an EMS commensurate with the environmental responsibilities delegated by the Center Director. The Component Facility EMS may be separate from, or a subset of, the Center EMS.

1.2.7 Requirements organizations responsible for the contract, in the case of a NASA-owned, contractor-operated facility, shall incorporate a requirement for implementing an EMS and the other requirements of EO 13423, if determined appropriate, into the contract no later than the time of the next competition for the contract.

- a. The above requirement shall, at a minimum, specify an EMS that satisfies the EMS-related requirements of EO 13423 and applicable Federal Acquisition Regulations.
- b. If the contractor does not satisfy the requirement in paragraph 1.2.7 for an EMS, the requiring office may coordinate with their procurement and environmental officials to develop specifications for choosing and administering an EMS. Such conditions may include restrictions as to the type of acceptable EMS and provisions for appropriate NASA authority control or supervision of the EMS desired by Center management.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |  
[Chapter5](#) | [Chapter6](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |  
[AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

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